

# Examination Contingency Plan

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## **The Policy Purpose:**

In case of localised disruption to Epina Business and Enterprise School, or more widespread disruption to the Examination System, the following contingencies are to be followed. They are based upon the 'Joint Contingency Plan' issued by OFQUAL to all awarding organisations and other stakeholders. The plan is exhaustive and ranges from contingencies that affect only the Awarding Organisations to those that affect individual students.

The term '**Centre**' in this policy refers to Epina Business and Enterprise School

### **1. Disruption of teaching time – Centre is closed for an extended period**

The centre is closed or candidates are unable to attend for an extended period during normal teaching or study time, interrupting the provision of normal teaching and learning.

- Where there is disruption to teaching it remains the responsibility of the Centre to prepare students, as usual, for examinations.
- In the case of modular courses, the Centre may advise candidates to sit examinations in an alternative series.
- The centre should have plans in place to facilitate teaching and learning by an alternative method of alternative location – where possible the centre will facilitate remote learning.
- The centre will follow National guidance and Awarding Body recommendations during periods of extended closure or disruption.

### **2. Disruption in the distribution of examination papers**

If disruption to the distribution of exam papers to the Centre in advance of examinations occurs:

- Awarding organisations to provide the Centre with electronic access to examination papers via a secure external network.
- Awarding organisations to source alternative couriers for delivery of hardcopies.

### **3. Candidates unable to take examinations because of a crisis – Centre remains open**

If candidates are unable to attend the Centre to take examinations as normal;

- The Centre to liaise with candidate/parents/carers to identify whether the examinations can be sat at an alternative venue in agreement with the relevant Awarding organisation.

- The centre to apply to the awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control.

#### **4. Centre is unable to open as normal during the examination period**

The centre is unable to open for scheduled examinations

- The centre must inform each awarding organisation with details of which examinations are due to be taken as soon as possible. The responsibility for deciding whether it is safe for a centre to open lies with the Head Teacher. The Head Teacher is responsible for taking advice, or following instructions from relevant local or national agencies in deciding whether they are able to open.
- The centre to open for examinations and examination candidates only, if possible
- The centre to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres).
- The centre may offer candidates an opportunity to sit any exams missed at the next available series.
- The centre will apply to awarding organisations for special consideration for candidates where they have met the minimum requirement.

#### **5. Disruption to the transportation of completed examination papers**

If there is a delay in normal collection arrangements for the return of completed scripts;

- The centre will seek advice from the awarding organisations
- The centre will ensure secure storage of completed examination papers until collection.

#### **6. Assessment evidence is not available to be marked**

Large scale damage or destruction of completed scripts/assessment evidence before it can be marked.

- Awarding organisations to generate candidate marks for affected assessments based on appropriate evidence of candidate achievement as defined by the awarding organisations.
- Candidate to retake affected assessment at subsequent assessment window.

#### **7. Centres are unable to distribute results as normal**

If the centre is unable to access or manage distribution of results to candidates, or to facilitate post result services.

- The centre will make arrangements to access its results at an alternative site
- The centre will make arrangements to coordinate access to post result services from an alternative site.

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